Memorandum

Date:

January 8, 2010

To:

BILL Fleet Operations Section - Forrance

Attention: Captain W. A. Peters

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Office of the Assistant Commissioner, Inspector General

File No.:

005.9968.016163.010

Subject:

2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Fleet Operations Section - Torrance was conducted on March 2, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, was completed by the Property Inspector (PI) on November 16, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across two property areas: general inventory control and telecommunications, (see Attachments B and C). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 233 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 50 items when rounded up to the next whole number (d).

Fleet Operations Section - Torrance Page 2 January 8, 2010

•	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
100.0	(a)	(b)	(c)	(d)
ICU Decals	60	25.75%	12.62	13
Telecommunications	173	74.25%	36.38	37
Fleet	0	0.00%	0.00	0
Weapons	0	0.00%	0.00	0
Total	233			50

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 8 of the 50 items were located. Thirty-nine items were transferred out of the command, and three times were unable to be located. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 17 of the 17 items reconciled. One item located was not listed on the command's inventory and requires a correction to the property record. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Fleet Operations Section - Torrance Page 3 January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

M. C. A. SANTIAGO, CIG Assistant Commissioner

Attachments

cc: Administrative Services Division Fiscal Management Section Telecommunications Section Office of Inspections, Audits Unit

ATTACHMENT A

OFFICE OF INSPECTIONS, AUDIT UNIT PROPERTY INSPECTION DISCREPANCY REPORT FLEET OPERATIONS SOUTH - 075

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
							T 6 1 047 0 11 1 11
APPLICATION PROCESSOR	132377				x		Transferred to 047. See attached credit memo. Serial number needs to be confirmed.
CASSETTE DECK DUAL WELL	AF00727				X		See signed CHP 57.
MONITOR COLOR VIDEO	AF00731				X		See signed CHP 57.
VHS RECORDER CASSETTE	AF00734				X		See signed CHP 57.
VHS RECORDER CASSETTE	AF00735				X		See signed CHP 57.
ANSWER MACHINE	75516		Х		- 1	,	Found in office. Item not in database.
Answering Machine	R38201	X					Item not located
Mobile Radio	R41460				Х		Item transferred, see signed CHP 266.
Mobile Repeater	R44785				X		Item transferred, see signed CHP 266.
Mobile Repeater	R44909				X		Item transferred, see signed CHP 266.
Mobile Repeater	R45011				X		Item transferred, see signed CHP 266.
Mobile Repeater	R46008				X		Item transferred, see signed CHP 266.
Mobile Repeater	R46211				X		Item transferred, see signed CHP 266.
Mobile Repeater	R46374				X		Item transferred, see signed CHP 266.
Mobile Repeater	R47112				X		Item transferred, see signed CHP 266.
Mobile Repeater	R47570				X		Item transferred, see signed CHP 266.
Motorcycle - Repeater	R5047				X		Item transferred, see signed CHP 266.
Scanner	R54412				X	-	Item transferred, see signed CHP 266.
Scanner	R54412				X		Item transferred, see signed CHP 266.
Control Head - Mobile	R57389				X		Item transferred, see signed CHP 266.
Control Head - Mobile	R57815				X		Item transferred, see signed CHP 266.
Control Head - Mobile	R57887				X		Item transferred, see signed CHP 266.
Scanner	R58875				X		Item transferred, see signed CHP 266.
Mobile Radio	R60699				X		Item transferred, see signed CHP 57.
Scanner	R74444	X					Item not located.
Control Head - Mobile	R77413				Х		Item transferred, see signed CHP 266.
Control Head - Motorcycle	R78611	X					Item not located.

ATTACHMENT A

OFFICE OF INSPECTIONS, AUDIT UNIT PROPERTY INSPECTION DISCREPANCY REPORT FLEET OPERATIONS SOUTH - 075

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Scanner	R81079				X		Item transferred, see signed CHP 266.
Mobile Repeater	R82446				X		Item transferred, see signed CHP 266.
Control Head - Mobile	R86254				Х		Item transferred, see signed CHP 266.
Control Head - Mobile	R86273				Х		Item transferred, see signed CHP 266.
Control Head - Mobile	R89195				X		Item transferred, see signed CHP 266.
Control Head - Mobile	R89270				х		Item transferred, see signed CHP 266.
Control Head - Motorcycle	R89413				Х		Item transferred, see signed CHP 266.
Scanner	R89456				х		Item transferred, see signed CHP 266.
Control Head - Mobile	R89561				Х		Item transferred, see signed CHP 266.
Control Head - Mobile	R89750				Х		Item transferred, see signed CHP 266.
Control Head - Mobile	R89805				X		Item transferred, see signed CHP 266.
Control Head - Mobile	R97114				Х		Item transferred, see signed CHP 266.
Control Head - Mobile	R97654				Х		Item transferred, see signed CHP 266.
Control Head - Mobile	R97995				Х		Item transferred, see signed CHP 266.
Control Head - Mobile	R98388				X		Item transferred, see signed CHP 266.
Control Head - Mobile	R98612				Х		Item transferred, see signed CHP 266.

ATTACHMENT B

CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY RECORD INSPECTION REPORT FLEET OPERATIONS SOUTH - 075

	ASSET #	DESCRIPTION	SERIAL#	Y	N	A	Т	С	OTHER
PRO	PERTY IN	SPECTION LIST TO EQUIPMENT							
1	103584	TOOL CABINET BOX 10 DRAWER P0075D6075		х					
2	113811	STAMP TIME NUMBERING MACHINE	449856	X					
3	132377	APPLICATION PROCESSOR	11215-140511011				х		Transferred to 047. See attached credit memo. Serial number needs to be confirmed.
4	146297	MACHINE, FACSIMILE	U60298M5J398944	x					
5	149081	PRINTER	CNRXG67619	x					
6	154125	COMPUTER	MXL7330F8Y	x					
7	84732	TV RECIEVER/MONITOR	75251294	х					
8	86570	DRILL PRESS	R-9037	Х					
9	94711	DICTATING CASSETTE P0074H4055	14303664	х					
10	AF00727	CASSETTE DECK DUAL WELLP0601D6017		Х			Х		See signed CHP 57.
11	AF00731	MONITOR COLOR VIDEO WV-CM1450 P0601D701	79W03708	х			х		See signed CHP 57.
12	AF00734	VHS RECORDER CASSETTE AG-6124 P0601D701	16TA00270	х			х		See signed CHP 57.
13	AF00735	VHS RECORDER CASSETTE AG-6124 P0601D701	16TA00205	х			х		See signed CHP 57.
FOI	ПРМЕХТ	O INVENTORY LIST							
1	101928	HYDRAULIC LIFT TRUCK	352343	x				_	
2	103586	TOOL CABINET BOX 10 DRAWER P0075D6075	552515	X					
3	103680	JACK HYDRAULIC AUTO 2TON P0075D6007	R696M23790	Х					
4	106903	TIRE CHANGER SINGLE ARMPNEUMATIC	L81DR004	Х					
5	108333	LIFT -MOTOR VEHICLE	98H1139	х					
6	108338	JACK TRANSMISSION DIFFERENTIAL P075H700		Х					ä
7	113306	LIFT MOTOR VEHICLE	99B126	X					

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL 2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT FLEET OPERATIONS SOUTH - 075

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL#	Y	N	A	T	С	OTHER
PROP	ERTY INS	SPECTION LIST TO EQUIPM	ENT								
	R38201	Answering Machine	WAS-075				x				Item not located.
	R41460	Mobile Radio			9540301				X		Item transferred, see signed CHP 266.
	R44785	Mobile Repeater			7610330				X		Item transferred, see signed CHP 266.
	R44909	Mobile Repeater			7611302				X		Item transferred, see signed CHP 266.
	R45011	Mobile Repeater			7610791				X		Item transferred, see signed CHP 266.
	R46008	Mobile Repeater							X		Item transferred, see signed CHP 266.
	R46211	Mobile Repeater							x		Item transferred, see signed CHP 266.
	R46374	Mobile Repeater			7728682				X		Item transferred, see signed CHP 266.
	R47112	Mobile Repeater			7775319				x		Item transferred, see signed CHP 266.
0	R47570	Mobile Repeater			7783594				x		Item transferred, see signed CHP 266.
1	R5047	Motorcycle - Repeater			T00047				X		Item transferred, see signed CHP 266.
2	R54412	Scanner			45007595				X		Item transferred, see signed CHP 266.
3	R54412	Scanner			45007595				X		Item transferred, see signed CHP 266.
4	R57389	Control Head - Mobile							X		Item transferred, see signed CHP 266.
5	R57815	Control Head - Mobile							x		Item transferred, see signed CHP 266.
6	R57887	Control Head - Mobile							x		Item transferred, see signed CHP 266.
7	R58875	Scanner			55008497				x		Item transferred, see signed CHP 266.

CALIFORNIA HIGHWAY PATROL 2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT FLEET OPERATIONS SOUTH - 075

	ASSET#	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL#	Y	N	A	Т	C OTHER
18	R60699	Mobile Radio			051937				x	Item transferred, see signed CHP 57
19	R74444	Scanner			75001997		x	T		Item not located.
					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	+	1	\vdash		Item transferred, see signed CHP
20	R77413	Control Head - Mobile							X	266.
21	R78611	Control Head - Motorcycle					X			Item not located.
22	R81079	Scanner							x	Item transferred, see signed CHP 266.
23	R82446	Mahila Danantar								Item transferred, see signed CHP
2.5	R02440	Mobile Repeater			734108	-	L		X	266.
24	R86254	Control Head - Mobile							X	Item transferred, see signed CHP 266.
25	006373	Control Hand Add th				1	T	Г		Item transferred, see signed CHP
25	R86273	Control Head - Mobile							X	266.
26	R89195								X	Item transferred, see signed CHP
						+	\vdash	\vdash	Λ	266. Item transferred, see signed CHP
27	R89270	Control Head - Mobile							X	266.
28	R89413	Control Hood Motorousle								Item transferred, see signed CHP
20	K09413	Control Head - Motorcycle				_	_		X	266.
29	R89456	Scanner			4000574	1				Item transferred, see signed CHP
	1109 150	Scarner			4000571	+	_		X	266.
30	R89561	Control Head - Mobile							X	Item transferred, see signed CHP 266.
						+			Λ	Item transferred, see signed CHP
31	R89750	Control Head - Mobile							x	266.
32	R89805	Control Head - Mobile								Item transferred, see signed CHP
32	103003	CONTO Nead - Mobile				_		Ш	X	266.
33	R97114	Control Head - Mobile							X	Item transferred, see signed CHP 266.
						+		\vdash	Λ	Item transferred, see signed CHP
34	R97654	Control Head - Mobile							x	266.
35	R97995	Control Head - Mobile								Item transferred, see signed CHP
55	1(3/333	Control ricau - Mobile							X	266.

ATTACHMENT C

CALIFORNIA HIGHWAY PATROL 2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT FLEET OPERATIONS SOUTH - 075

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL#	Y	N	A	Т	С	OTHER
36	R98388	Control Head - Mobile							x		Item transferred, see signed CHP 266.
37	R98612	Control Head - Mobile							x		Item transferred, see signed CHP 266.

OTHER SUPPORTING DOCUMENTATION

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER (PAR:CHP 57)

		VEHICLE NR:	C1552E
YEAR: MAKE:	1994	LICENSE NR:	5P43027
MODEL:	GMC VAN	REPLACES VEHICLE:	10700354707516300
CLASS CODE:		VIN: DATE PLACED IN SERVICE	1GTGG35K7SF516300
DEALER STOCK NR		FUEL CARD #:	31052
	E	QUIPMENT	
ITEM:	C	ESCRIPTION:	
ASSTONED TO	LOCATION: 074		OMETER: 34545
	LUCATION: 074	1 1	
Want Out of I		• *	ANSFERED FROM LOCATION:
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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CREDIT MEMO - EQUIPMENT

CHP 266 (Rev 10-07) OPI 076

INSTRUCTIONS TO COMPLETE AND DISTRIBUTE ON REVERSE

Return	П Rераіг	Transfer

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AF00901	IG45835	1 1	Camera len	s, Photographic, ZOOM / GBC			
AF00752		1	Chair, Offi	ce equipment, UNITED			
AF00751		4	Chair Offi	ce equipment, UNITED			
AF00749		1	35mm Can	iera, Photographic, WATEC			
AF00748	745064	11	35mm Can	nera, Photographic, FUJINON			
103808	125244	1	Battery Ch	arger, Telecom, FREEDOM			
AF00730		1	Camera m	ount, Photographic, BOGEN			
							2
AF00729		1		ount, Photographic, BOGEN			
AF00727	MZ019723900048	1	Recorder 1	Electronic, MARANTZ			
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	SENSITIVE, COMPUTER, TELEC						
EQUIPMENT	Other (specify)						
SHIPPED VIA				RIVER'S SIGNATURE			
Fleet Operation		1	ON CODE N	JMBER BOXES/PIECES IN THIS SHIPMENT			
Border Division				. A. Reyes #9925		02/0)5/2008
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CHP 266 (Rev 10	0-07) OPI 076	AND DIS	TRIBUTE O	N REVERSE	Loan, return by.		

Asset Assignment Receipt For

	VAN	ID Number	VAN608 Sub Unit: In	vestigative Service	es Unit			
Asset ID	Serial Number		Asset Name	Category	Make Model	Acessories	Date Assigned	Date Returned
4F00733	KA734J0027		Monitor	Computer	PANASONI	9	10/31/2005 -	CONTROL
103809	2589		Meter, Regulator	Miscellaneous	LINK	4	10/31/2005 =	
103896	2207		AirConditioner/W	Utility			10/31/2005	CONTROL
16155			Video Camera	Photographic	WATEC		10/31/2005 -	- Box
F00725	10343		Motion Detector	Electronic	PANASONI		10/31/2005	CONTROL
4F00726 /	79A01115		Camera, Quad Sys	Photographic	PANASONI QUAD	SYST	10/31/2005 ~	CONTROL
4F00727	MZ019723900048	~	Recorder	Electronic	MARANTZ		10/31/2005 -	CONTROL
4F00729.∜	~		Camera Mount	Photographic	BOGEN	<u>-</u>	10/31/2005 -	CONTROL
	/		Camera Mount	Photographic	BOGEN		10/31/2005 -	-CONTROL
103808	125244		Battery Charger	Telecom	FREEDOM		10/31/2005	ENBINE
AF00732 /	KA734J0075		Monitor	Computer	PANASONI	<u> </u>		- CONTROL
AF00902			Camera Lens	Photographic	ZOOM/GBC		10/31/2005	- LEPTWINDOW
AF00734 /	16TA00270		Recorder	Electronic	PANASONI =	9		- CONTROL
AF00735	16TA00205		Recorder	Electronic	PANASONI	L	10/31/2005	CONTROL
AF00736~	D7PU00041		Printer	Computer	PANASONI	U ·	10/31/2005	- CONTROL
AF007482	745064		35mm Camera	Photographic	FUJINON	4		
AF00749			35mm Camera	Photographic	WATEC		10/31/2005	- REAR DOOR
AF00750			35mm Camera	Photographic	WATEC		10/31/2005	- RIGHT WINDO
AF00751	V		Chair	Office equipmer	uNITED	0	10/31/2005	_
AF00752			Chair	Office equipmer	uNITED	B	10/31/2005	- NO \$
	645835 M	Car V	Camera Lens	Photographic	ZOOM/6BC		10/31/2005	- PASS. COMPARTA
AF00731/	79W03708	• •	Monitor	Computer	PANASONI		3/6/2006 -	- CONTROL

I have been assigned the equipment listed on this page. I understand that I am responsible for its safe keeping and I will immediately report any lost or stolen item to a Supervisor.

CAN	27".	NII.	Signature :	Date Signed :	
a B D Come	/ 11 192	Y -1			

(FAR. CIF 57)		VEHICLE NR:	C1552E
YEAR: MAKE:	1994	LICENSE NR:	5P43027
MODEL: CLASS CODE: DEALER STOCK NR:	GMC VAN UC	REPLACES VEHICLE: VIN: DATE PLACED IN SERVICE: FUEL CARD #:	1GTGG35K7SF516300 06/11/1 31052
	ΕQ	UIPMENT	
ITEM:	DESC	RIPTION;	
COMMENTS: ISU			34322 Voh
		ОДОН	METER: 95000
ASSIGNED TO RECEIVED BY:	LOCATION: 601		STERED FROM LOCATION:
VPCTIATO BI:	(Signature) .		VERED BY: (Signature)
PRINT NAME:	John Mies	, PRIN	T NAME: BOF CLEVES
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DATE:	13/17	DATE	: 10/3407
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STATE OF GALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL **CREDIT MEMO - EQUIPMENT** Return Repair Transfer CHP 265 (Rev. 10-07) OPI 076 Loan, return by: FROM (COMMAND NAME) LOCATION CODE PREPARED BY DATE FOS - TORRANCE 075 TO (COMMAND NAME) LOCATION CODE NUMBER BOXES/PIECES IN THIS SHIPMENT Telecommunications Warehouse 047T SHIPPED VIA DRIVER'S SIGNATURE SSU truck Other (specify): EQUIPMENT MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC. CHP NUMBER SERIAL NUMBER UNIT DESCRIPTION HQ USE ONLY CHECK IF (Incl. X, AF, SF, R #'s) DEFECTIVE STOCK SURVEY 132377 11860108127 Visteon MASTER CONTROL BOX 1

Elizabeth J. Davis

Destroy Previous Editions

10/28/2009

PRINTED NAME

0477

Dan-

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL CREDIT MEMO

CHP 266 (Rev.9-92) OPI 076

Distribution:

Return: Original & 2 copies to Supply Services Unit; 1 copy for command (ife
Transfer: Original & 1 copy to Inventory Control Unit; 1 copy to receiving command; 1 copy for originating command
Repair: Original & 1 copy to command performing repairs; 1 supplier command the
Loan: Copies to involved commands only
LOCATION CODE | PREPARED BY

DATE 10-23-01

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V1239741			-	NB.23		CR 88100	860		
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1215413	R 44250	P 46 724		R 540	36	VR89813	675	•11	
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